State of Hawaii
Department of Human Services
Benefit, Employment, Support Services Division
Child Care Program Office

Request for Proposals

RFP HMS-302-11-04-S
Infant and Toddler Training

March 30, 2011

Note: If this RFP was downloaded from the State Procurement Office RFP Website each applicant must provide contact information to the RFP contact person for this RFP to be notified of any changes. For your convenience, you may download the RFP Interest form, complete and e-mail or mail to the RFP contact person. The State shall not be responsible for any missing addenda, attachments or other information regarding the RFP if a proposal is submitted from an incomplete RFP.

NEIL ABERCROMBIE
GOVERNOR

PATRICIA McMANAMAN
DIRECTOR

PANKAJ BHANOT
DEPUTY DIRECTOR

STATE OF HAWAII
DEPARTMENT OF HUMAN SERVICES
Benefit, Employment and Support Services Division
820 Mililani Street, Suite 606
Honolulu, Hawaii 96813

March 30, 2011

MEMORANDUM

To: All Interested Applicants

From: Patricia McManaman, Director

SUBJECT: Infant and Toddler Training

Request for Proposals (RFP) HMS 302-11-04-S

The Department of Human Services (DHS), Benefit, Employment and Support Services Division (BESSD), Child Care Program Office (CCPO), seeks to purchase the services listed above and described in the attached RFP. This is to assist and support the DHS by engaging in the following activities throughout the State of Hawaii: The service is to offer infant and toddler training to child care providers from a nationally recognized program.

The initial contract term will be from July 1, 2011 – June 30, 2012. The State, at its option, may extend this Agreement in writing, for four (4) additional State fiscal year periods, not to exceed June 30, 2016. The DHS will award one contract under this RFP.

The RFP provides information to assist applicants in the preparation of proposals and a budget, including: (1) a description of the services sought; (2) the requirements to be met by the provider; (3) the criteria by which qualifying proposals shall be rated; and (4) the criteria for monitoring/evaluating the services. Applicants are to address all parts of the RFP. Proposals shall be mailed and postmarked by the United States Postal Service on or before **May 11, 2011** or hand delivered (including courier mail) no later than 4:30 p.m., Hawaii Standard Time (HST), on **May 11, 2011**, to DHS-Child Care Program Office at 820 Mililani Street, Suite 606, Honolulu, HI 96813. All mail-ins postmarked after 12:00 midnight including courier mail) later than 4:30 p.m., Hawaii Standard Time (HST), on **May 11, 2011** or hand delivered after the **May 11, 2011 deadline** will not be accepted.

The Child Care Program Office will conduct an **orientation** to review the RFP requirements on **April 7, 2011 from 9:00 a.m. to 11:00 a.m. HST, at the DHS-CCPO, 820 Mililani Street, Suite 606, Conference Room 2, Honolulu, Hawaii, 96813.** All prospective applicants are encouraged to review the RFP closely and attend the orientation. Inquiries regarding this RFP should be directed to the RFP contact person, Kathy Ochikubo, at 820 Mililani Street, Suite 606, Honolulu, Hawaii 96813, telephone: (808) 586-7058, fax: (808) 586-5744, or e-mail: kochikubo@dhs.hawaii.gov.

PROPOSAL MAIL-IN AND DELIVERY INFORMATION SHEET

NUMBER OF COPIES TO BE SUBMITTED: One (1) original and three (3) copies

ALL MAIL-INS SHALL BE POSTMARKED BY THE UNITED STATES POSTAL SERVICE (USPS) NO LATER THAN **May 11, 2011 and received by the state purchasing agency no later than 10 days from the submittal deadline.**

All Mail-ins

Department of Human Services
Benefit, Employment & Support Services Division
Child Care Program Office
820 Mililani Street, Suite 606
Honolulu, Hawaii 96813

DHS RFP COORDINATOR

For further information or inquiries, contact:
Kathy Ochikubo
Phone: (808) 586-7058
Fax: (808) 586-5744

ALL HAND DELIVERIES SHALL BE ACCEPTED AT THE FOLLOWING SITES UNTIL **4:30 P.M., Hawaii Standard Time (HST), May 11, 2011.** Deliveries by private mail services such as FEDEX shall be considered hand deliveries. Hand deliveries shall not be accepted if received after 4:30 p.m., **May 11, 2011**.

Drop-off Sites

Department of Human Services
Benefit, Employment & Support Services Division
Child Care Program Office
820 Mililani Street, Suite 606
Honolulu, Hawaii 96813

RFP Table of Contents

Section 1 Administrative Overview

Section 2 - Service Specifications

Section 3 - Proposal Application Instructions

Section 4 – Proposal Evaluation

Section 5 – Attachments

Section 1

Administrative Overview

Section 1
Administrative Overview

Applicants are encouraged to read each section of the RFP thoroughly. While sections such as the administrative overview may appear similar among RFPs, state purchasing agencies may add additional information as applicable. It is the responsibility of the applicant to understand the requirements of *each* RFP.

I. Procurement Timetable

Note that the procurement timetable represents the State's best estimated schedule. Contract start dates may be subject to the issuance of a notice to proceed.

Activity	Scheduled Date
Public notice announcing Request for Proposals (RFP)	03/30/11
Distribution of RFP	03/30/11
RFP orientation session	04/07/11
Closing date for submission of written questions for written responses	04/14/11
State purchasing agency's response to applicants' written questions	04/21/11
Discussions with applicant prior to proposal submittal deadline (optional)	04/07/11 – 05/04/11
Proposal submittal deadline	05/11/11
Discussions with applicant after proposal submittal deadline (optional)	N/A
Final revised proposals (optional)	N/A
Proposal evaluation period	05/12/11 – 05/18/11
Provider selection	05/19/11
Notice of statement of findings and decision	05/20/11 – 05/23/11
Contract start date	07/01/11

II. Website Reference

The State Procurement Office (SPO) website is http://hawaii.gov/spo/

	For	Click
1	Procurement of Health and Human Services	"Health and Human Services, Chapter 103F, HRS..."
2	RFP website	"Health and Human Services, Ch. 103F..." and "The RFP Website" (located under Quicklinks)
3	Hawaii Administrative Rules (HAR) for Procurement of Health and Human Services	"Statutes and Rules" and "Procurement of Health and Human Services"
4	Forms	"Health and Human Services, Ch. 103F..." and "For Private Providers" and "Forms"
5	Cost Principles	"Health and Human Services, Ch. 103F..." and "For Private Providers" and "Cost Principles"
6	Standard Contract -General Conditions	"Health and Human Services, Ch. 103F..." "For Private Providers" and "Contract Template – General Conditions"
7	Protest Forms/Procedures	"Health and Human Services, Ch. 103F..." and "For Private Providers" and "Protests"

Non-SPO websites

(Please note: website addresses may change from time to time. If a link is not active, try the State of Hawaii website at http://hawaii.gov)

	For	Go to
8	Tax Clearance Forms (Department of Taxation Website)	**http://hawaii.gov/tax/** click "Forms"
9	Wages and Labor Law Compliance, Section 103-055, HRS, (Hawaii State Legislature website)	**http://capitol.hawaii.gov/** click "Bill Status and Documents" and "Browse the HRS Sections."
10	Department of Commerce and Consumer Affairs, Business Registration	**http://hawaii.gov/dcca** click "Business Registration"
11	Campaign Spending Commission	**http://hawaii.gov/campaign**

III. Authority

This RFP is issued under the provisions of the Hawaii Revised Statutes (HRS) Chapter 103F and its administrative rules. All prospective applicants are charged with presumptive knowledge of all requirements of the cited authorities. Submission of a valid executed proposal by any prospective applicant shall constitute admission of such knowledge on the part of such prospective applicant.

IV. RFP Organization

This RFP is organized into five sections:

Section 1, Administrative Overview: Provides applicants with an overview of the procurement process.

Section 2, Service Specifications: Provides applicants with a general description of the tasks to be performed, delineates provider responsibilities, and defines deliverables (as applicable).

Section 3, Proposal Application Instructions: Describes the required format and content for the proposal application.

Section 4, Proposal Evaluation: Describes how proposals will be evaluated by the state purchasing agency.

***Section 5, Attachments*:** Provides applicants with information and forms necessary to complete the application.

V. Contracting Office

The Contracting Office is responsible for overseeing the contract(s) resulting from this RFP, including system operations, fiscal agent operations, and monitoring and assessing provider performance. The Contracting Office is:

Department of Human Services
Benefit, Employment & Support Services Division
Child Care Program Office
820 Mililani Street, Suite 606
Honolulu, Hawaii 96813

VI. Orientation

An orientation for applicants in reference to the request for proposals will be held as follows:

Date: **April 7, 2011** **Time:** **9:00 a.m. to 11:00 a.m. HST**
Location: 820 Mililani Street, Suite 606, Conference Room 2, Honolulu, Hawaii, 96813

Applicants are encouraged to submit written questions prior to the orientation. Impromptu questions will be permitted at the orientation and spontaneous answers provided at the state purchasing agency's discretion. However, answers provided at the orientation are only intended as general direction and may not represent the state purchasing agency's position. Formal official responses will be provided in writing. To ensure a written response, any oral questions should be submitted in writing following the close of the orientation, but no later than the submittal deadline for written questions indicated in the paragraph VII. Submission of Questions.

VII. Submission of Questions

Applicants may submit questions to the RFP Contact Person identified in Section 2 of this RFP. All written questions will receive a written response from the state purchasing agency.

Deadline for submission of written questions:

Date: **4/14/11** **Time:** **4:30 p.m.** HST

State agency responses to applicant written questions will be provided by:
Date: **4/21/11**

VIII. Submission of Proposals

A. **Forms/Formats** - Forms, with the exception of program specific requirements, may be found on the State Procurement Office website referred to in II. Website Reference. Refer to the Proposal Application Checklist for the location of program specific forms.

1. **Proposal Application Identification (Form SPO-H-200)**. Provides applicant proposal identification.

2. **Proposal Application Checklist**. Provides applicants with information on where to obtain the required forms; information on program specific requirements; which forms are required and the order in which all components should be assembled and submitted to the state purchasing agency.

3. **Table of Contents**. A sample table of contents for proposals is located in Section 5, Attachments. This is a sample and meant as a guide. The table of contents may vary depending on the RFP.

4. **Proposal Application (Form SPO-H-200A)**. Applicant shall submit comprehensive narratives that address all of the proposal requirements contained in Section 3 of this RFP, including a cost proposal/budget if required.

B. **Program Specific Requirements**. Program specific requirements are included in Sections 2, Service Specifications and Section 3, Proposal Application Instructions, as applicable. If required, Federal and/or State certifications are listed on the Proposal Application Checklist located in Section 5.

C. **Multiple or Alternate Proposals**. Multiple or alternate proposals shall not be accepted unless specifically provided for in Section 2 of this RFP. In the event alternate proposals are not accepted and an applicant submits alternate proposals, but clearly indicates a primary proposal, it shall be considered for award as though it were the only proposal submitted by the applicant.

D. **Tax Clearance**. Pursuant to HRS Section 103-53, as a prerequisite to entering into contracts of $25,000 or more, providers shall be required to submit a tax clearance certificate issued by the Hawaii State Department of Taxation (DOTAX) and the Internal Revenue Service (IRS). The certificate shall have an original green certified copy stamp and shall be valid for six (6) months from the most recent approval stamp date on the certificate. Tax clearance applications may be obtained from the Department of Taxation website. (Refer to this section's Item II. Website Reference.)

E. **Wages and Labor Law Compliance**. If applicable, by submitting a proposal, the applicant certifies that the applicant is in compliance with HRS Section 103-55, Wages, hours, and working conditions of employees of contractors performing services. Refer to HRS Section 103-55, at the Hawaii State Legislature website. (See Item II, Website Reference.)

- **Compliance with all Applicable State Business and Employment Laws.** All providers shall comply with all laws governing entities doing business in the State. Prior to contracting, owners of all forms of business doing business in the state except sole proprietorships, charitable organizations unincorporated associations and foreign insurance companies be registered and in good standing with the Department of Commerce and Consumer Affairs (DCCA), Business Registration Division. Foreign insurance companies must register with DCCA, Insurance Division. More information is on the DCCA website. (See Item II, Website Reference.)

F. **Hawaii Compliance Express (HCE)**. Providers may register with HCE for online proof of DOTAX and IRS tax clearance Department of Labor and Industrial Relations (DLIR) labor law compliance, and DCCA good standing compliance. There is a nominal annual fee for the service. The "Certificate of Vendor Compliance" issued online through HCE provides the registered provider's current compliance status as of the issuance date, and is accepted for both contracting and final payment purposes.

Refer to this section's part II. Website Reference for HCE's website address.

G. **Campaign Contributions by State and County Contractors**. Providers are hereby notified of the applicability of HRS Section 11-205.5, which states that campaign contributions are prohibited from specified State or county government contractors during the term of the contract if the contractors are paid with funds appropriated by a legislative body. For more information, FAQs are available at the Campaign Spending Commission webpage. (See Item II, Website Reference.)

H. **Confidential Information**. If an applicant believes any portion of a proposal contains information that should be withheld as confidential, the applicant shall request in writing nondisclosure of designated proprietary data to be confidential and provide justification to support confidentiality. Such data shall accompany the proposal, be clearly marked, and shall be readily separable from the proposal to facilitate eventual public inspection of the non-confidential sections of the proposal.

Note that price is not considered confidential and will not be withheld.

I. **Confidentiality of Personal Information**. Act 10 relating to personal information was enacted in the 2008 special legislative session. As a result, the Attorney General's General Conditions of Form AG Form 103F, *Confidentiality of Personal Information,* has been amended to include Section 8 regarding protection of the use and disclosure of personal information administered by the agencies and given to third parties.

J. **Proposal Submittal**. All mail-ins shall be postmarked by the United States Postal System (USPS) and received by the State purchasing agency no later than the submittal deadline indicated on the attached Proposal Mail-in and Delivery Information Sheet. All hand deliveries shall be received by the State purchasing agency by the date and time designated on the Proposal Mail-In and Delivery Information Sheet. Proposals shall be rejected when:

- Postmarked after the designated date; or
- Postmarked by the designated date but not received within 10 days from the submittal deadline; or
- If hand delivered, received after the designated date and time.

The number of copies required is located on the Proposal Mail-In and Delivery Information Sheet. Deliveries by private mail services such as FEDEX shall be considered hand deliveries and shall be rejected if received after the submittal deadline. Dated USPS shipping labels are not considered postmarks.

Proposals submitted via facsimile transmissions, electronic mail, website, or on computer diskettes (CDs) are not permitted.

IX. Discussions with Applicants

A. **Prior to Submittal Deadline.** Discussions may be conducted with potential applicants to promote understanding of the purchasing agency's requirements.

B. **After Proposal Submittal Deadline -** Discussions may be conducted with applicants whose proposals are determined to be reasonably susceptible of being selected for award, but proposals may be accepted without discussions, in accordance HAR Section 3-143-403.

X. Opening of Proposals

Upon receipt of a proposal by a state purchasing agency at a designated location, proposals, modifications to proposals, and withdrawals of proposals shall be date-stamped, and when possible, time-stamped. All documents so received shall be held in a secure place by the state purchasing agency and not examined for evaluation purposes until the submittal deadline.

Procurement files shall be open to public inspection after a contract has been awarded and executed by all parties.

XI. Additional Materials and Documentation

Upon request from the state purchasing agency, each applicant shall submit any additional materials and documentation reasonably required by the state purchasing agency in its evaluation of the proposals.

XII. RFP Amendments

The State reserves the right to amend this RFP at any time prior to the closing date for the final revised proposals.

XIII. Final Revised Proposals

If requested, final revised proposals shall be submitted in the manner, and by the date and time specified by the state purchasing agency. If a final revised proposal is not submitted, the previous submittal shall be construed as the applicant's best and final offer/proposal. *The applicant shall submit **only** the section(s) of the proposal that are amended, along with the Proposal*

Application Identification Form (SPO-H-200). After final revised proposals are received, final evaluations will be conducted for an award.

XIV. Cancellation of Request for Proposal

The RFP may be canceled and any or all proposals may be rejected in whole or in part, when it is determined to be in the best interests of the State.

XV. Costs for Proposal Preparation

Any costs incurred by applicants in preparing or submitting a proposal are the applicants' sole responsibility.

XVI. Provider Participation in Planning

Provider participation in a state purchasing agency's efforts to plan for or to purchase health and human services prior to the state purchasing agency's release of a RFP, including the sharing of information on community needs, best practices, and providers' resources, shall not disqualify providers from submitting proposals if conducted in accordance with HAR Sections 3-142-202 and 3-142-203.

XVII. Rejection of Proposals

The State reserves the right to consider as acceptable only those proposals submitted in accordance with all requirements set forth in this RFP and which demonstrate an understanding of the problems involved and comply with the service specifications. Any proposal offering any other set of terms and conditions contradictory to those included in this RFP may be rejected without further notice.

A proposal may be automatically rejected for any one or more of the following reasons:

(1) Rejection for failure to cooperate or deal in good faith. (HAR Section 3-141-201)
(2) Rejection for inadequate accounting system. (HAR Section 3-141-202)
(3) Late proposals (HAR Section 3-143-603)
(4) Inadequate response to request for proposals (HAR Section 3-143-609)
(5) Proposal not responsive (HAR Section 3-143-610(a)(1))
(6) Applicant not responsible (HAR Section 3-143-610(a)(2))

XVIII. Notice of Award

A statement of findings and decision shall be provided to all applicants by mail upon completion of the evaluation of competitive purchase of service proposals.

Any agreement arising out of this solicitation is subject to the approval of the Department of the Attorney General as to form, and to all further approvals, including the approval of the Governor, required by statute, regulation, rule, order or other directive.

No work is to be undertaken by the awardee prior to the contract commencement date. The State of Hawaii is not liable for any costs incurred prior to the official starting date.

XIX. Protests

Any applicant may file a protest against the awarding of the contract. The Notice of Protest form, SPO-H-801, is available on the SPO website. (See Item II, Website Reference.) Only the following matters may be protested:

(1) A state purchasing agency's failure to follow procedures established by Chapter 103F of the Hawaii Revised Statutes;

(2) A state purchasing agency's failure to follow any rule established by Chapter 103F of the Hawaii Revised Statutes; and

(3) A state purchasing agency's failure to follow any procedure, requirement, or evaluation criterion in a request for proposals issued by the state purchasing agency.

The Notice of Protest shall be postmarked by USPS or hand delivered to 1) the head of the state purchasing agency conducting the protested procurement and 2) the procurement officer who is conducting the procurement (as indicated below) within five working days of the postmark of the Notice of Findings and Decision sent to the protestor. Delivery services other than USPS shall be considered hand deliveries and considered submitted on the date of actual receipt by the state purchasing agency.

Head of State Purchasing Agency	Procurement Officer
Name: Patricia McManaman	Name: Luanne Murakami
Title: Director	Title: Acting Division Administrator
Mailing Address: P.O. Box 339 Honolulu, HI 96809-0339	Mailing Address: 820 Mililani St. Suite 606 Honolulu, HI 96813
Business Address: 1390 Miller Street Honolulu, HI 96813	Business Address: 820 Mililani St. Suite 606 Honolulu, HI 96813

XX. Availability of Funds

The award of a contract and any allowed renewal or extension thereof, is subject to allotments made by the Director of Finance, State of Hawaii, pursuant to HRS Chapter 37, and subject to the availability of State and/or Federal funds.

XXI. General and Special Conditions of Contract

The general conditions that will be imposed contractually are on the SPO website. (See Item II, Website Reference). Special conditions may also be imposed contractually by the state purchasing agency, as deemed necessary.

XXII. Cost Principles

In order to promote uniform purchasing practices among state purchasing agencies procuring health and human services under HRS Chapter 103F, state purchasing agencies will utilize standard cost principles outlined in Form SPO-H-201, which is available on the SPO website (see Item II, Website Reference). Nothing in this section shall be construed to create an exemption from any cost principle arising under federal law.

Section 2

Service Specifications

Section 2
Service Specifications

I. Introduction

A. Overview, purpose or need

The Department of Human Services (DHS) is the State's lead agency for the federal Child Care and Development Fund. The purpose of this federal grant is to increase the availability, affordability and quality of early childhood educational and care programs and to increase the accessibility to all early childhood education and care (ECEC) and development programs, including infant and toddler programs.

Historically, DHS required the contractor's trainers to utilize and be trained only in The Program for Infant/Toddler Care (PITC) module through WestEd, a California-based organization. The cost to fly contractor's staff to receive the training in California has not been cost effective. Therefore, DHS will allow applicants to propose other nationally recognized, evidence-based curriculum on infant and toddler development.

The contractor will provide infant and toddler training to Family, Friend, and Neighbor (FFN) providers of children who receive child care subsidies through our Child Care Development Fund (CCDF) block grant, licensed family child care providers, center-based staff who care for infants and toddlers, and foster parents.

Caregivers who receive the training will become more aware of infant and toddler development, and will be more sensitive to the needs of infants and toddlers.

B. Planning activities conducted in preparation for this RFP

Planning for this contract included an assessment of the existing state contract and comments received through the formal "Request for Information" (RFI) process. The RFI was posted on the State of Hawaii Procurement Office (SPO) website on 1/25/2010 (See Section 1, Item II, Website Reference).

C. Description of the goals of the service

The goals of this service are to:

1. Increase the availability of infant and toddler care settings by increasing the pool of qualified caregivers who are appropriately trained to care for infants and toddlers;

2. Increase the quality of care in early childhood settings by providing training which increases the knowledge and expertise of caregivers who work with infants and toddlers.

D. Description of the target population to be served

The target population will be caregivers who work with infants and toddlers. This may include FFN providers of children who receive CCDF subsidies, licensed family child care providers, center-based staff who care for infants and toddlers in licensed and legally exempt settings, and foster parents who care for infants and toddlers.

E. Geographic coverage of service

Training will be available on a statewide basis, will be community-based in areas that are geographically accessible to all caregivers and scheduled at times that are convenient for caregivers.

F. Probable funding amounts, source, and period of availability

A maximum amount of **$135,000.00** in total funding from federal funds is allocated for the initial contract period of July 1, 2011 to June 30, 2012. A maximum of $135,000 per year is allocated for 4 additional 12-month periods, not to exceed June 30, 2016. The total allocation of funds is subject to a determination of satisfactory performance and the appropriation and availability of funds and may be terminated without liability to either the purchasing agency or the provider in the event funds are not appropriated or available.

II. General Requirements

A. Specific qualifications or requirements, including but not limited to licensure or accreditation

1. The applicant shall comply with the Chapter 103F, HRS Cost Principles for Purchases of Health and Human Services, which can be found in the Hawaii State Procurement Office (SPO) website (See Section 1, Item II, Website Reference).

2. The organization selected to provide infant and toddler training must assure and be responsible for the continuity of service activities in the event of staff illness, medical emergencies, vacancies, or other situations that result in program resources that are less than proposed and contracted for. The organization selected to provide the infant and toddler training must not require nor depend on the State agency's staff to provide service activities in the event that program resources are not available due to the above situations.

3. When a disagreement arises between the organization selected to provide the infant and toddler training and the State regarding the performance of specific service activities within contracted specifications, the wishes of the State shall prevail. Failure on the part of the organization selected to provide the service to comply shall be deemed cause for corrective action and subject to contractual remedies.

B. Secondary purchaser participation
(Refer to HAR Section 3-143-608)

After-the-fact secondary purchases will be allowed subject to approval by the primary purchaser and the State's Chief Procurement Officer.

Planned secondary purchases: None

C. Multiple or alternate proposals *check one*
(Refer to HAR Section 3-143-605)

☐ Allowed ☒ Unallowed

D. Single or multiple contracts to be awarded *check one*
(Refer to HAR Section 3-143-206)

☒ Single ☐ Multiple ☐ Single & Multiple

Criteria for multiple awards:

E. Single or multi-term contracts to be awarded *check one*
(Refer to HAR Section 3-149-302)

☐ Single term (2 years or less) ☒ Multi-term (more than 2 years)

Contract terms:

Initial term of contract: July 1, 2011 to June 30, 2012

Length of each extension: twelve (12) months

Number of possible extensions: four (4)

Maximum length of contract: five (5) years, not to exceed June 30, 2016

The initial period shall commence on the contract start date or "Notice to Proceed", whichever is later.

Conditions for extension: The contract for the proposed services may be extended without the necessity of re-bidding, subject to appropriation and availability of funds to DHS, community need, and the State's determination of satisfactory provider performance, or unless this Agreement is terminated. The option to extend the services will be offered in writing by the DHS, at least sixty (60) days prior to the expiration of the contract. No supplementary agreement shall be binding upon the DHS until the agreement has been fully and properly executed by all parties thereto prior to the start date of agreement. The provider shall not provide any services until the agreement is fully and properly executed.

F. RFP contact person

The individual listed below is the sole point of contact from the date of release of this RFP until the selection of the successful provider(s). Written questions should be submitted to the RFP contact person and received by the day and time specified in Section 1, Item I (Procurement Timetable) of this RFP.

Contact Person: Kathy Ochikubo
Phone no. : (808) 586-7058
E-mail: kochikubo@dhs.hawaii.gov

III. Scope of Work

The scope of work encompasses the following tasks and responsibilities:

A. Service Activities

(Minimum and/or mandatory tasks and responsibilities)

Applicants are to describe the proposed methodology to deliver the services.

Plans for receiving and providing training shall be provided to the Department. This plan shall include, but is not limited to:

1. The description of the curriculum to be provided;
2. Is the curriculum a nationally recognized, evidence-based curriculum in infant and toddler development (i.e.: PITC, CSEFEL, The Creative Curriculum, etc.);

3. If the curriculum is not nationally recognized and is being designed and developed for this service, the staff designing and developing the curriculum must have a minimum qualification of a bachelor's degree in Early Childhood Education (ECE) and experience in training or teaching adults, and experience in curriculum design and development to effectively teach and deliver training for adults;
4. The trainers must have a minimum qualification of having 12 college credits in ECE or child development and 3 years of experience in training adults who work with children or have 6 college credits in ECE or child development and 5 years of experience in training adults who work with children;
5. The number of trainers as well as how the contractor will maintain those numbers of trainers;
6. Once the contractors hire the trainers, informing the target group of the availability of training in order to get full utilization of training sessions through various methods (i.e.: newsletter, website, etc.);
7. Number of training sessions offered and where it will be offered;
8. How to give priority to and deliver services to our licensed infant and toddler center's staff who are required to meet 30 hours of coursework in infant and toddler development within a 1-year period of hire and 15 additional hours of coursework within 2 years after completion of the 30 hours of coursework;
9. Safe sleep practice shall be incorporated into the curriculum which includes guidelines from the American Academy of Pediatrics (AAP) as well as local resources, and mandatory as part of the 30 hours of infant and toddler training for staff at licensed infant and toddler centers;
10. Application process;
11. Outreach and recruitment of participants, surveying the needs for training, and development of training that address these needs as it relates to each island and its communities shall be completed minimally once a year;
12. Classes shall be offered at various locations and times, in response to results of surveying of training needs, free of charge;
13. At least 80% attendance goal for each training session shall be provided. To encourage attendance, the contractor may charge a nominal fee to each participant at the time of registration and returned to the participant at the time of the training. If the participant does not show up for the session, the fee shall be used towards the DHS scholarship fund program. Tracking of the number of participants attending the training sessions, the fees collected and returned and fees used towards scholarships shall be documented in the required quarterly reports to DHS. If this is what the contractor will implement, policies and procedures shall be established that address the following:
    a) how much will be charged each participant;
    b) how and when fees will be received and collected – via cash, check, etc.;

c) under what conditions the fee is to be returned to the participant;
d) what will the fees collected be used for and must be spent up through the ending of the contract period.

14. Training can be offered to those outside of the target population when it is determined that there are vacant training slots in a scheduled training class;
15. Online training may be offered, however, if a fee is charged, the contractor must inform the participant upon registration that the same or other classes are free of charge should they take it in person at a training site.
16. Evaluation of the training provided to measure the effectiveness of the training, and satisfaction from the participants.

The contractor shall create all necessary forms and other documents to support this service. This shall be completed in consultation with the Department.

B. Management Requirements (Minimum and/or mandatory requirements)

1. Personnel

An organizational chart showing clear lines of authority for each person performing services under this project must be provided.

The staff involved in the development of the training curriculum and delivery of training shall have a background in early childhood education as described in Section 2, Item III, Scope of Services. The contractor shall recruit, hire, train, and supervise the necessary staff to operate the project.

Trainers shall have experience in training adults who work with children, as well as academic background in early childhood education as described in Section 2, Item III, Scope of Services.

The applicant must describe the organization's capability and experience in performing this service by providing information on all positions to be funded in whole or in part through this project. Include a description of the experience and education required which reflect that staff have the relevant background needed, policies and procedures for all employees to assure they are qualified to perform the work they are assigned and are properly supervised.

The organization selected to provide the service must assure and be responsible for the continuity of service activities in the event of staff illness, medical emergencies, vacancies, or other situations that result in program resources that are less than proposed and contracted for. The organization selected to provide the service must not require nor depend on the State agency's staff to provide service activities in the event that program resources are not available due to the above situations.

2. Administrative

Equipment. The organization selected to provide the service shall be responsible to purchase or lease, with the available funding, all necessary furniture and equipment needed to perform the services. Allowed purchases or leases may include chairs, file cabinets, copiers, facsimile machines, mail meter, and desk telephones for the staff.

All equipment purchased with contract funds under this agreement including items of personal property, as distinguished from real property, that has an acquisition cost of $250 or more per item and with an expected life of more than one year, shall remain the property of the DHS. All equipment purchased with contract funds must have prior approval from the DHS before purchase to be allowable. Following the final agreement period, all equipment shall be reported in the final report to the DHS and the organization selected to provide the service shall transfer possession of equipment under this agreement to the DHS.

Computers may also be purchased, but must have prior approval and meet any DHS specifications before purchase to be allowable.

Other costs. Funding is also available for office supplies, office space rent, telephone installation, and repair and maintenance of equipment.

Allowable costs. The organization selected to provide the service staff costs shall include salaries and fringe benefits attributable to the operation of this project. "Cost Principles" from the SPO are to be used as a guide for projected expenses and are found on the SPO website (See Section 1, Item II, Website Reference). These represent guidelines in determining which types of expenditures will be reimbursed, payment dollar limits, payment policy constraints, and reimbursements requiring verification and documentation.

Staffing. The organization selected to provide the service shall be responsible to ensure appropriate staffing to meet the public's needs.

Meetings with DHS staff. The organization selected to provide the service, upon request of the DHS, shall meet with representatives of the DHS to discuss the progress of the project.

Audit report. The organization selected to provide the service shall be required to provide an annual internal financial audit report following the A-133 requirements.

Disagreements. When a disagreement between the organization selected to provide the service and DHS arises in regards to the service provided, the wishes of DHS shall prevail. Failure to comply on the part of the organization selected to provide the service shall be deemed cause for corrective action and is subject to contractual remedies.

3. Quality assurance and evaluation specifications

Records. The organization selected to provide the service shall be responsible for keeping comprehensive records of all expenditures, available for monitoring by DHS staff or designee. These records shall include, but are not limited to:

- Copies of approved purchase orders signed by the appropriate authority;
- Copies of invoices, packing slips, receipts, credit/debit memos and other vendor documents; and
- Other appropriate internal accounting statements and reconciliation schedules.

Program records. The organization selected to provide the service shall be responsible for keeping comprehensive program records, available for monitoring by DHS staff or its designee. Monitoring will consist of comparing reported data with the organization selected to provide the service's documents used to summarize data. These records shall include, but are not limited to:

- Agency files such as personnel files;
- Notes of staff meeting/minutes and training;
- Documentation of service activities including collaboration with community agencies and organizations, and
- Accounting practices.

Evaluation will consist of comparing projected program objectives with outcome performance, and analyzing factors that produced those results.

Quality assurance plan. The organization selected to provide the service shall have a written quality assurance plan that includes procedures to monitor administrative and program operations, fiscal administration, and costs for compliance with all requirements. The quality assurance plan shall also provide for procedures to determine whether the target group receives consistent, high quality services. The quality assurance plan shall also identify roles and responsibilities for on-going monitoring.

Evaluation of performance. The organization selected to provide the service shall have a written plan for evaluation of performance in providing the required service, including procedures and methodology to measure, monitor and collect data on outputs and outcomes, and to evaluate the outcomes and other results of its services. The evaluation plan should also include procedures to identify and resolve problems, and make improvements to the program as needed. The evaluation plan should identify roles and responsibilities for assuring on-going implementation.

Contract monitoring. Annual contract monitoring by the DHS may include site visits with comprehensive evaluation of several areas of performance. These may include review of conformance with standard contractual requirements, agency files, accounting practices, and case record keeping. In addition, on-going contract monitoring shall include a review of required progress reports as required by the DHS, and periodic assessment of the program effectiveness.

4. Output and performance/outcome measurements

There shall be a written description of the process that will be used to measure the effectiveness of the project. The following projected outcomes shall be measured and reported at the end of each fiscal year:

- At least 90% of trainees shall be satisfied with the training received;
- At least 450 hours of training shall be offered in a contract year;
- 100% of the DHS licensed child care providers shall be notified of the schedule of training that is offered; and
- 100% of the DHS licensed foster parents shall be notified that they are able to receive training through this service.

5. Experience

The applicant shall demonstrate a thorough understanding of the purpose and scope of this service, as well as demonstrate the necessary knowledge, skills, abilities, and experience relating to the delivery of the proposed services.

6. Coordination of services

The organization selected to provide the service is expected to coordinate and collaborate with other organizations and groups to insure that: training needs of providers are met; there is no duplication of the type of training offered; and the target group is aware of the types of services offered.

7. Reporting requirements for program and fiscal data

Monthly expenditure reports. Monthly expenditure reports of the contract expenditures-to-date for the operation of the program that will serve as invoices for reimbursement shall be submitted to the DHS. The "Subgrantee's Invoice and Expenditure Report" (SIER) shall be the official form used for the organization selected to provide the service to request funds for the operation of the service.

Quarterly program progress. Written quarterly program progress reports shall be submitted to the DHS no later than thirty (30) days after the end of each calendar quarter, describing the efficiency and effectiveness of this service. Quarterly reports shall minimally include the following information by island and statewide:

a) Unduplicated and duplicated numbers of individuals receiving training on a monthly basis for the quarter;
b) Unduplicated and duplicated numbers of individuals receiving training and where they are employed (i.e. in a center-based facility, including the type, or in a family child care home; foster care, potential provider, etc.);
c) Type, frequency and locations of trainings offered on a monthly basis;
d) Unduplicated and duplicated numbers of individuals receiving training, and the type of training that they completed;
e) Description of the types of outreach activities conducted to encourage new caregivers to attend trainings that are offered;
f) If implemented by the contractor, total amount of any fees collected for training sessions, total amount of fees returned to participants, and total amount of fees collected from individuals who failed to show up for training sessions that were used for the scholarship fund program on a monthly basis; and
g) Any other information requested by the DHS.

Final report. The organization selected to provide the infant and toddler training service shall submit a final written summary report of the fiscal year activities to the DHS no later than 45 calendar days after the end of the State fiscal year. This report shall include cumulative data by geographic location, a narrative summarizing the success of project activities, and recommendations to improve services for the next fiscal year.

The annual written summary shall include cumulative data for the contract period as follows per island and statewide:

a) Unduplicated and duplicated numbers of individuals who received training;
b) Unduplicated and duplicated numbers of individuals who received training and where they are employed (i.e. in a center-based facility, including the type, or in a family child care home; foster care, potential provider, etc.);
c) Type, frequency and locations of trainings offered throughout the year;
d) Unduplicated and duplicated numbers of individuals who received training, and the type of training that they completed;
e) Description of the types of outreach activities conducted throughout the year to encourage new caregivers to attend trainings that were offered and an evaluation of the outreach efforts;
f) If implemented by the contractor, total amount of any fees collected for training sessions, total amount of fees returned to participants, and total amount of fees collected from individuals who failed to show up for a training sessions that were used for the scholarship fund program for the entire year; and
g) Description of how training has been tailored to each community and type of provider being served;
h) Summary of feedback from individuals who attended training and how the training plan will be adjusted, if necessary, as a result of the feedback; and
i) Other report information as requested by the DHS.

C. Facilities

The organization selected to provide the infant and toddler training service shall have the responsibility to seek, lease, and furnish suitable facilities for the operation of the service. The service shall (minimally) be provided in a centralized location on each island and must be responsive to the needs of the public. Also describe how the facilities shall meet ADA requirements, as applicable and special equipment that may be required for the services.

IV. Compensation and Method of Payment

Pricing structure or pricing methodology to be used

The cost reimbursement pricing structure will be used. It reflects a purchase arrangement in which the State pays the organization selected to provide the services for the budgeted costs that are actually incurred in delivering the services specified in the contract, up to the stated maximum obligation. The budget amount for the operation of the services must not exceed the amount stated in the RFP. The SPO budget of the services must not exceed the amount stated in the RFP. The SPO budget forms are to be used in preparing a proposal, and are available on the SPO website (see Section 5, Proposal Application Checklist, for form numbers and Section 1, Item II Website Reference for address).

The organization selected to provide the infant and toddler training service shall comply with the Chapter 103F, HRS Cost Principles for Purchase of Health and Human Services identified in SPO H-201 (effective 10/1/98), which can be found on the SPO website (see Section 1, Item II Website Reference, for address). The Cost Principles represent guidelines in determining which types of expenditures will be reimbursed, payment dollar limits, payment policy constraints, and requirements for verification and documentation. Allowable costs to operate the program are reimbursable on a monthly basis after services are rendered.

The organization selected to provide the infant and toddler training service shall abide by all the Federal regulations as legislated by Public Law 101-508, Omnibus Budget Reconciliation Act of 1990. Title VI of the Personal Responsibility and Work Opportunity Reconciliation Act (PRWORA) of 1996, P.L. 104-193, effective October 1, 1996, requires that any expenditure made or authorized by the organization selected to provide the service that is subsequently determined by the Federal government to be unallowable shall be repaid to the State or offset against any other funds to which the applicant is entitled.

Units of service and unit rate

Not applicable.

Method of compensation and payment

The organization selected to provide the infant and toddler training service shall submit monthly expenditure reports of the contract expenditures-to-date for the operation of the program that will serve as invoices for reimbursement. The "Subgrantee's Invoice and Expenditure Report" (SIER) shall be the official form used by the organization selected to provide the infant and toddler training service to request funds for the operation of the service.

Section 3

Proposal Application Instructions

Section 3
Proposal Application Instructions

General instructions for completing applications:

- *Proposal Applications shall be submitted to the state purchasing agency using the prescribed format outlined in this section.*
- *The numerical outline for the application, the titles/subtitles, and the applicant organization and RFP identification information on the top right hand corner of each page should be retained. The instructions for each section however may be omitted.*
- *Page numbering of the Proposal Application should be consecutive, beginning with page one and continuing through for each section. See sample table of contents in Section 5.*
- *Proposals may be submitted in a three ring binder (Optional).*
- *Tabbing of sections (Recommended).*
- *Applicants must also include a Table of Contents with the Proposal Application. A sample format is reflected in Section 5, Attachment B of this RFP.*
- *A written response is required for* ***each*** *item unless indicated otherwise. Failure to answer any of the items will impact upon an applicant's score.*
- *Applicants are* ***strongly*** *encouraged to review evaluation criteria in Section 4, Proposal Evaluation when completing the proposal.*
- *This form (SPO-H-200A) is available on the SPO website (see Section 1, paragraph II, Website Reference). However, the form will not include items specific to each RFP. If using the website form, the applicant must include all items listed in this section.*

The Proposal Application comprises the following sections:

- *Proposal Application Identification Form*
- *Table of Contents*
- *Program Overview*
- *Experience and Capability*
- *Project Organization and Staffing*
- *Service Delivery*
- *Financial*
- *Other*

I. Program Overview

Applicant shall give a brief overview to orient evaluators as to the program/services being offered. *This section shall clearly and concisely summarize and highlight the contents of the proposal in such a way as to provide the State with a broad understanding of the entire proposal. Include a brief description of the applicant's organization, the goals and objectives related to the service activity, and how the proposed service is designed to meet the problem/need identified in the service specifications.*

II. Experience and Capability

A. Necessary Skills

The applicant shall demonstrate that it has the necessary skills, abilities, and knowledge relating to the delivery of the proposed services.

B. Experience

The applicant shall provide a description of projects/contracts pertinent to the proposed services. The applicant shall include all available contact information for this listing which should include project/contract identifying information as well as names, titles, addresses, telephone numbers, e-mail addresses, etc., of those individuals the State can contact to verify experience.

C. Quality Assurance and Evaluation

The applicant shall describe its own plans for quality assurance and evaluation for the proposed services, including methodology.

The applicant shall include a written quality assurance plan that includes procedures to monitor administrative and program operations, fiscal administration and costs for compliance with all requirements. The quality assurance plan shall also provide for procedures to determine whether the target group receives consistent, high quality services and identify roles and responsibilities for on-going monitoring.

The applicant shall also include a written plan for evaluation of performance in providing the required service, including procedures and methodology to measure, monitor and collect data on outputs and outcomes, and to evaluate the outcomes and other results of its services. The evaluation plan should also include procedures to identify and resolve problems, and make improvements to the program as needed. The evaluation plan should identify roles and responsibilities for assuring on-going implementation.

D. Quality Assurance and Evaluation

The applicant shall describe its own plans for quality assurance and evaluation for the proposed services, including methodology.

The applicant shall include a written quality assurance plan that includes procedures to monitor administrative and program operations, fiscal administration and costs for compliance with all requirements. The quality assurance plan shall also provide for procedures to determine whether the target group receives consistent, high quality services and identify roles and responsibilities for on-going monitoring.

The applicant shall also include a written plan for evaluation of performance in providing the required service, including procedures and methodology to measure, monitor and collect data on outputs and outcomes, and to evaluate the outcomes and other results of its services. The evaluation plan should also include procedures to identify and resolve problems, and make improvements to the program as needed. The evaluation plan should identify roles and responsibilities for assuring on-going implementation.

E. Coordination of Services

The applicant shall demonstrate the capability to coordinate services with other agencies and resources in the community by indicating which agencies, organizations, and/or groups should be collaborated with in order to deliver the services to the target group in a satisfactory manner. Also, the applicant shall describe a detailed plan for coordination and collaboration with those agencies, organizations, and/or groups that are identified. The following information shall be included:

1. Name and contact information for the agency;
2. Nature of the coordination activities; and
3. How this relationship is relevant to the proposed services in this RFP.

The State reserves the right to contact each agency named to confirm the information presented.

F. Facilities

The applicant shall provide a description of its facilities and demonstrate its adequacy in relation to the proposed services. If facilities are not presently available, describe plans to secure facilities in a centralized location on each island. Also describe how the facilities meet ADA requirements, as applicable, and special equipment that may be required for the services.

III. Project Organization and Staffing

A. Staffing

1. Proposed Staffing

The applicant shall describe the proposed staffing pattern and trainer/participant ratio for the viability of the services. (Refer to the personnel requirements in the Section 2 Service Specifications, as applicable.)

The applicant shall describe their plans for continuity of service activities in the event of staff illness, medical emergencies, vacancies, or other situations that result in program resources that are less than proposed and contracted for.

Also, the applicant shall describe their plan to deliver the service statewide and ensure that it is available daily, including non-traditional hours.

2. Staff Qualifications

The applicant shall provide the minimum qualifications for staff assigned to the program. (Refer to the personnel requirements in the Section 2 Service Specifications, as applicable.) The applicant shall also provide written position descriptions, requirements and qualifications, and policies and procedures for all employees to assure they are qualified to perform the work they are assigned and are properly supervised.

B. Project Organization

1. Supervision and Training

The applicant shall describe its ability to recruit and hire, supervise, train and provide administrative direction to staff relative to the delivery of the proposed services.

2. Organization Chart

The applicant shall reflect the position of each staff and line of responsibility/supervision. (Include position title, name and full time equivalency) Both the "Organization-wide" and "Program" organization charts shall be attached to the Proposal Application.

IV. Service Delivery

Applicant shall include a detailed discussion of the applicant's approach to applicable service activities and management requirements from Section 2, Item III Scope of Work, including a work plan of all service activities and tasks to be completed, related work assignments/responsibilities and timelines/schedules.

The applicant shall include a detailed description of their plans to implement the primary services and activities listed in Section 2, Item III Scope of Work which includes, but is not limited to:

(1) The description of the curriculum to be provided;
(2) Is the curriculum used from a nationally recognized, evidence-based curriculum (i.e.: PITC, CSEFEL, The Creative Curriculum, etc.); or
(3) If the curriculum is being designed and developed, the person designing and developing the curriculum must have a minimum qualification of a bachelor's degree in Early Childhood Education (ECE), has experience in training or teaching adults, and experience in curriculum design and development to effectively teach and deliver training for adults. If known at the time of submitting the RFP, provide a copy of the person's degree and resume. The applicant may propose to DHS the minimum qualifications of the contractor's curriculum person;
(3) The trainers must have a minimum qualification of having 12 college credits in ECE or child development and 3 years of experience in training adults who work with children or have 6 college credits in ECE or child development and 5 years of experience in training adults who work with children. If known at the time of submitting the RFP, provide educational transcripts and resumes of the trainers. The applicant may propose to DHS the minimum qualifications of the contractor's trainers;
(4) The number of trainers as well as how the contractor will maintain those numbers of trainers throughout the contract period;
(5) Once the contractors hire the trainers, informing the target group of the availability of training in order to get full utilization of training sessions through various methods (i.e.: newsletter, website, etc.);
(6) Number of training sessions offered and where it will be offered;
(7) How to give priority to and deliver services to our licensed infant and toddler center's staff who are required to meet 30 hours of coursework in infant and toddler development within a 1-year period of hire and 15 additional hours of coursework within 2 years after completion of the 30 hours of coursework;
(8) Safe sleep practice shall be incorporated into the curriculum which includes guidelines from the American Academy of Pediatrics (AAP) as well as local resources, and mandatory as part of the 30 hours of infant and toddler training for staff at licensed infant and toddler centers.
(9) Application process;
(10) Outreach and recruitment of participants, surveying the needs for training, and development of training that address these needs as it relates to each island and its communities shall be completed minimally once a year;
(11) Classes shall be offered at various locations and times, in response to results of surveying of training needs, free of charge;
(12) At least 80% attendance goal for each training session shall be provided. To encourage attendance, the contractor may charge a nominal fee to each participant at the time of registration and returned to the participant at the time of the training. If the participant does not show up for the session, the fee shall be used towards the DHS scholarship fund

program. Tracking of the number of participants attending the training sessions, the fees collected and returned and fees used towards scholarships shall be documented in the required quarterly reports to DHS. If this is what the contractor will implement, policies and procedures shall be established that address the following:

a) how much will be charged each participant;
b) how and when fees will be received and collected – via cash, check, etc.;
c) under what conditions the fee is to be returned to the participant;
d) what will the fees collected be used for and must be spent up through the ending of the contract period;

(13) Training can be offered to those outside of the target population when it is determined that there are vacant training slots in a scheduled training class;

(14) Online training may be offered, however, if a fee is charged, the contractor must inform the participant upon registration that the same or other classes are free of charge should they take it in person at a training site.

(15) Evaluation of the training provided to measure the effectiveness of the training and satisfaction from the participants, and recommendations for improvement of the service.

V. Financial

A. Pricing Structure

Applicant shall submit a cost proposal utilizing the pricing structure designated by the state purchasing agency. The cost proposal shall be attached to the Proposal Application.

The cost reimbursement pricing structure will be used. It reflects a purchase arrangement in which the State pays the organization selected to provide the services for the budgeted costs that are actually incurred in delivering the services specified in the contract, up to the stated maximum obligation.

The purchasing agency shall consider cost proposals based on "cost-type" or "pure reimbursement" pricing structures from the applicants who are not-for-profit or religious organizations licensed to do business in the State of Hawaii. "Cost-type" involves payment of all incurred costs within a predetermined total estimated amount.

The purchasing agency shall consider cost proposals based on "cost-plus-fixed-fee" from applicants who are for-profit organizations licensed to do business in the State of Hawaii. "Cost-plus-fixed-fee" allows for payment of all incurred costs within a predetermined amount, plus an agreed upon fee that will not change. We anticipate these fees to be limited to 10% or less of the contract award. Also, fees need to be built within the contract ceiling. Please note, however, that the Department reserves the right to negotiate the final amount of fixed-fee within the limits discussed above.

No more than 5 percent of the aggregate amount of funds available may be expended for administrative costs in each fiscal year. Note that the term "administrative costs" do not include the costs of providing direct services.

The purchasing agency shall select the applicable cost proposal subject to the legal standing of the applicant organization, e.g., not-for-profit, religious, or for-profit, that is in the best interest of the State.

All budget forms, instructions and samples are located on the SPO website (see Section I, Item II Website Reference in this RFP.) The following budget forms shall be submitted with the Proposal Application:

SPO-H-205	Budget
SPO-H-206A	Budget Justification - Personnel: Salaries & Wages
SPO-H-206B	Budget Justification - Personnel: Payroll Taxes, Assessment & Fringe Benefits
SPO-H-206C	Budget Justification - Travel – Inter-island
SPO-H-206E	Budget Justification - Contractual – Administrative
SPO-H-206F	Budget Justification - Contractual – Sub-contract
SPO-H-206G	Budget Justification - Depreciation
SPO-H-206H	Budget Justification - Program Activities
SPO-H-206I	Budget Justification - Equipment Purchases*

*Expenditures require justification and prior approval from the state.

B. Other Financial Related Materials

Accounting System

In order to determine the adequacy of the applicant's accounting system as described under the administrative rules, the following documents are requested as part of the Proposal Application (may be attached):

1. The applicant is to submit the organization's most recent financial statements.
2. The applicant is to submit a copy of the organization's financial policies that relate to the expenditure of funds for this service.

VI. Other

A. Litigation

The applicant shall disclose any pending litigation to which they are a party, including the disclosure of any outstanding judgment. If applicable, please explain.

Section 4

Proposal Evaluation

Section 4
Proposal Evaluation

I. Introduction

The evaluation of proposals received in response to the RFP will be conducted comprehensively, fairly and impartially. Structural, quantitative scoring techniques will be utilized to maximize the objectivity of the evaluation.

II. Evaluation Process

The procurement officer or an evaluation committee of designated reviewers selected by the head of the state purchasing agency or procurement officer shall review and evaluate proposals. When an evaluation committee is utilized, the committee will be comprised of individuals with experience in, knowledge of, and program responsibility for program service and financing.

The evaluation will be conducted in three phases as follows:

- Phase 1 - Evaluation of Proposal Requirements
- Phase 2 - Evaluation of Proposal Application
- Phase 3 - Recommendation for Award

Evaluation Categories and Thresholds

Evaluation Categories		**Possible Points**
Administrative Requirements		
Proposal Application		**100 Points**
Program Overview	0 points	
Experience and Capability	20 points	
Project Organization and Staffing	15 points	
Service Delivery	55 points	
Financial	10 Points	
TOTAL POSSIBLE POINTS		**100 Points**

VII. Evaluation Criteria

A. Phase 1 - Evaluation of Proposal Requirements

i. Administrative Requirements

- Application Checklist
- Tax Clearance Certificate

ii. Proposal Application Requirements

- Proposal Application Identification Form (Form SPO-H-200)
- Table of Contents
- Program Overview
- Experience and Capability
- Project Organization and Staffing
- Service Delivery
- Financial (All required forms and documents)
- Program Specific Requirements (as applicable)

B. Phase 2 - Evaluation of Proposal Application (100 Points)

Each section listed below shall be evaluated using the following criteria:

Weighted point (0-5) for each sub-area will be given. The sum of weighted points given by the evaluators in all areas of each section will be divided by the maximum weighted points that could be allotted for that area. This quotient will be multiplied by the points assigned to each area, which is noted in parenthesis. The product will be the score for that area.

The weighted points awarded for each sub-area of evaluation shall be derived from a rating scale of 0 to 5:

5= Very satisfactory
4= More than satisfactory
3= Satisfactory
2= Less than satisfactory
1= Not addressed (no credit)

Program Overview: No points are assigned to Program Overview. The intent is to give the applicant an opportunity orient evaluators as to the service(s) being offered.

1. *Experience and Capability (20 Points)*

The State will evaluate the applicant's experience and capability relevant to the proposal contract, which shall include:

A. Necessary Skills

- Demonstrated skills relating to the delivery of the proposed services. ______
- Demonstrated abilities relating to the delivery of the proposed services. ______
- Demonstrated knowledge relating to the delivery of the proposed services. ______

B. Experience

- Demonstrated experience related to the delivery of the service ______

C. Quality Assurance and Evaluation

- Provides a detailed description of a quality assurance and evaluation plan for the proposed services, including methodology. ______

D. Coordination of Services

- Demonstrated knowledge of which agencies, organizations, or groups that need to be collaborated and coordinate with in order to deliver satisfactory services. ______
- Described how collaboration with the agencies, organizations, or groups identified would result in the delivery of satisfactory services. ______

E. Facilities

- Adequacy of facilities relative to the proposed services. ______
- Demonstrated a plan for the location of the facilities. ______

2. *Project Organization and Staffing (15 Points)*

The State will evaluate the applicant's overall staffing approach to the service that shall include:

A. *Staffing*

- The proposed staffing pattern and trainer/participant ratio is reasonable to insure viability of the services. ______
- Describes in detail the minimum qualifications (including experience) of staff and how staffing will be maintained to insure that there are qualified trainers in the State throughout the contract period. ______
- Minimum qualifications (including experience) for staff assigned to the program is reasonable based on the position descriptions for each position. ______
- Describes in detail a plan for coverage in situations when assigned staff are unavailable. ______

B. ***Project Organization***

- Describes in detail a plan for training of staff relative to the delivery of the proposed services. ______
- Describes in detail a plan for providing supervision and administrative direction to staff relative to the delivery of the proposed services. ______
- Organization Chart: Approach and rationale for the structure, functions, and staffing of the proposed organization for the overall service activity and tasks. ______

3. ***Service Delivery (55 Points)***

Evaluation criteria for this section will assess the applicant's approach to the service activities and management requirements outlined in the Proposal Application.

- Describes in detail the proposed design and development of curriculum that will be used by the trainers. ______

- Describes in detail how the training topics will be responsive to the needs of the target group which includes a mandatory training on safe sleep practice for licensed infant and toddler center staff. _______
- Describes in detail how the target group will be informed of the training offered and to ensure priority and delivery of training to licensed infant and toddler center staff. _______
- Describes in detail the kinds of outreach and recruitment that will be done to encourage new participants to attend trainings. _______
- Describes in detail how training will be offered at various locations to accommodate the needs of the target group, free of charge. _______
- Describes in detail how many training classes per month will be offered per island. _______
- Describes in detail when the training classes will be offered and how it will be responsive to the target group's needs. _______
- Describes in detail how the training will be evaluated to determine whether the training provided is satisfactory and effective to the participants, and evaluated to determine areas of improvement. _______

4. ***Financial (10 Points)***

- Personnel costs are reasonable and comparable to positions in the community. _______
- Non-personnel costs are reasonable and adequately justified. _______
- The budget fully supports the scope of service and requirements of the Request for Proposal. _______
- Accounting system is adequate (as indicated in most recent audit report). _______
- Financial policies for the use of funds for this service is clearly presented. _______

C. Phase 3 - Recommendation for Award

Each notice of award shall contain a statement of findings and decision for the award or non-award of the contract to each applicant.

Section 5

Attachments

A. Proposal Application Checklist

B. Sample Proposal Table of Contents

C. Special Conditions

Attachment A

Proposal Application Checklist

Proposal Application Checklist

Applicant: ______________________________ RFP No.: ____________________

The applicant's proposal must contain the following components in the order shown below. This checklist must be signed, dated and returned to the purchasing agency as part of the Proposal Application. SPOH forms ore on the SPO website. See Section 1, paragraph II Website Reference.*

Item	Reference in RFP	Format/Instructions Provided	Required by Purchasing Agency	Completed by Applicant
General:				
Proposal Application Identification Form (SPO-H-200)	Section 1, RFP	SPO Website*	X	
Proposal Application Checklist	Section 1, RFP	Attachment A	X	
Table of Contents	Section 5, RFP	Section 5, RFP	X	
Proposal Application (SPO-H-200A)	Section 3, RFP	SPO Website*	X	
Tax Clearance Certificate (Form A-6)	Section 1, RFP	Dept. of Taxation Website (Link on SPO website)*	X	
Cost Proposal (Budget)				
SPO-H-205	Section 3, RFP	SPO Website*	X	
SPO-H-205A	Section 3, RFP	SPO Website* Special Instructions are in Section 5		
SPO-H-205B	Section 3, RFP,	SPO Website* Special Instructions are in Section 5		
SPO-H-206A	Section 3, RFP	SPO Website*	X	
SPO-H-206B	Section 3, RFP	SPO Website*	X	
SPO-H-206C	Section 3, RFP	SPO Website*	X	
SPO-H-206D	Section 3, RFP	SPO Website*		
SPO-H-206E	Section 3, RFP	SPO Website*	X	
SPO-H-206F	Section 3, RFP	SPO Website*	X	
SPO-H-206G	Section 3, RFP	SPO Website*	X	
SPO-H-206H	Section 3, RFP	SPO Website*	X	
SPO-H-206I	Section 3, RFP	SPO Website*	X	
SPO-H-206J	Section 3, RFP	SPO Website*		
Certifications:				
Federal Certifications		Section 5, RFP		
Debarment & Suspension		Section 5, RFP		
Drug Free Workplace		Section 5, RFP		
Lobbying		Section 5, RFP		
Program Fraud Civil Remedies Act		Section 5, RFP		
Environmental Tobacco Smoke		Section 5, RFP		
Program Specific Requirements:			X	
Organizational Chart			X	
Audit Report			X	
Work Plan			X	

_______________________ Authorized Signature   ____________ Date

Attachment B

Sample Proposal Table of Contents

Proposal Application
Table of Contents

Attachment C

Special Conditions

Special Conditions

Insurance Coverage

The contracted organization shall comply with the following additional requirements to the General Conditions, Section 1.4 (this can be found on the SPO website):

The Contractor shall maintain insurance acceptable to the State in full force and effect throughout the term of this contract, until the State certifies that the Contractor's work has been completed satisfactorily.

The policy or policies of insurance maintained by the Contractor shall provide the following limit(s) and coverage:

Coverage		Limits
Commercial General Liability (occurrence form)		$2,000,000 combined single limit per occurrence for bodily injury and property damage
Automobile		Bodily injury - $1,000,000 per person $1,000,000 per occurrence Property damage - $1,000,000 per accident
Professional Liability, if applicable		$1,000,000 per claim $2,000,000 annual aggregate

The type of insurance policy shall be on an occurrence basis, rather than claims made.

Each insurance policy required by this contract shall contain the following clauses:

1. *"The State of Hawaii is added as an additional insured with respect to operations performed for the State of Hawaii."*

2. *"It is agreed that any insurance maintained by the State of Hawaii shall apply in excess of, and not contribute with, insurance provided by this policy."*

Each insurance policy shall be written by insurance companies licensed to do business in the State or meet Section 431:8-301, HRS, if utilizing an insurance company not licensed by the State of Hawaii.

Automobile liability insurance shall include excess coverage for the Contractor's employees who use their own vehicles in the course of their employment.

The Contractor agrees to deposit with the State of Hawaii, on or before the effective date of this contract, certificate(s) of insurance necessary to satisfy the State that the insurance provisions of this contract have been complied with and to keep such insurance in effect and the certificate(s) therefore on deposit with the State during the entire term of this contract. Upon request by the State, Contractor shall furnish a copy of the policy or policies.

The Contractor shall immediately provide written notice to the contracting department or agency should any of the insurance policies be cancelled, limited in scope, or not be renewed upon expiration.

Failure of the Contractor to provide and keep in force such insurance shall be regarded as material default under this contract, entitling the State to exercise any or all of the remedies provided in this contract for a default of the Contractor.

The procuring of such required policy or policies of insurance shall not be construed to limit Contractor's liability hereunder nor to fulfill the indemnification provisions and requirements of this contract. Notwithstanding said policy or policies of insurance, Contractor shall be obliged for the full and total amount of any damage, injury, or loss caused by negligence or neglect connected with this contract.

If the Contractor is authorized by the Benefit, Employment and Support Services Division to subcontract, subcontractor(s) is not excused from the indemnification and/or insurance provisions of this contract. In order to indemnify the State, the Contractor agrees to require its subcontractor(s) to obtain insurance in accordance with the insurance provisions of this contract.

Interpreter Services

The contracted organization:

- Shall provide interpreters for persons with limited English proficiency to ensure equal access to services;
- Shall notify applicants, potential applicants, and recipients of services of their right to free interpreter services;
- Is prohibited from requiring applicants, potential applicants, or clients to bring their own interpreters with them to interviews or other appointments, even though this is what they might prefer to do;
- Shall document the offer of language assistance services and whether the individual accepted or declined the services; and
- Shall submit a quarterly Limited English Proficiency (LEP) Report on a form provided by the Department that shall include at a minimum:
  - a. Number of LEP individuals who were offered language assistance services, and from that number, how many declined or required language assistance services;
  - b. Primary language spoken by each LEP person;
  - c. Type of interpreter service provided; and
  - d. Name of interpreter (and agency, if applicable).